



Accomplishment & Contribution Statements

UNIVERSITY CAREER CENTER

I Believe in Work.

303 MARTIN HALL | 334.844.4744 | CAREER.AUBURN.EDU

1. Identify skill needed for new position.

2. Think of a time you have used this skill in a position or organization.

3. Select an action verb associated with this skill.

- Past tense for past positions, present tense for present positions

4. Describe the task.

5. End with a result/reason/how you did this.

6. Add numbers (dollar values, percentages, quantity) and industry specific terms.

7. Remove all pronouns and excessive articles, and limit to 1-2 lines in length.

Action verb + description of situation + result/reason/how

ACTION VERBS

FINANCIAL/DATA		LEADERSHIP			TEACHING	
administered	determined	administered	emphasized	organized	adapted	guided
adjusted	developed	analyzed	enforced	originated	advised	individualized
allocated	estimated	appointed	enhanced	overhauled	clarified	informed
analyzed	measured	approved	established	oversaw	coached	instilled
appraised	planned	assigned	executed	planned	communicated	instructed
assessed	prepared	attained	generated	presided	conducted	motivated
audited	programmed	authorized	handled	prioritized	coordinated	persuaded
balanced	projected	chaired	headed	produced	critiqued	simulated
budgeted	reconciled	considered	hired	recommended	developed	stimulated
calculated	reduced	consolidated	hosted	replaced	enabled	taught
computed	researched	contracted	improved	restored	encouraged	tested
conserved	retrieved	controlled	implemented	scheduled	evaluated	trained
corrected		converted	increased	secured	explained	transmitted
		coordinated	initiated	selected	facilitated	tutored
		decided	inspected	streamlined	focused	
		delegated	instituted	strengthened		
		developed	managed	supervised		
		directed	merged	terminated		
		eliminated	motivated	transformed		
HELPING		COMMUNICATION			RESEARCH	
adapted	expedited	addressed	drafted	observed	analyzed	inspected
advocated	facilitated	advertised	edited	outlined	clarified	interpreted
aided	familiarized	arbitrated	elicited	participated	collected	interviewed
answered	furthered	arranged	enlisted	persuaded	compared	invented
arranged	guided	articulated	explained	presented	conducted	investigated
assessed	insured	authored	expressed	proposed	critiqued	located
care for	intervened	clarified	formulated	publicized	detected	measured
clarified	motivated	collaborated	furnished	reconciled	determined	organized
coached	prevented	communicated	incorporated	recruited	diagnosed	researched
collaborated	procured	composed	influenced	referred	evaluated	reviewed
contributed	provided	conferred	interacted	reinforced	examined	searched
cooperated	rehabilitated	consulted	interpreted	reported	experimented	solved
counseled	represented	contacted	interviewed	resolved	explored	summarized
demonstrated	resolved	conveyed	involved	responded	extracted	surveyed
diagnosed	simplified	convinced	joined	solicited	formulated	systematized
educated	supplied	corresponded	judged	spoke	gathered	tested
encouraged	supported	debated	lectured	summarized	identified	
ensured	volunteered	defined	listened	synthesized		
		described	marketed	translated		
		developed	mediated	wrote		
		directed	moderated			
		discussed	negotiated			
CREATIVE		ORGANIZATION			TECHNICAL	
acted	formulated	accommodated	implemented	responded	adapted	operated
adapted	illustrated	achieved	incorporated	reviewed	applied	overhauled
began	initiated	approved	inspected	routed	assembled	printed
combined	instituted	arranged	logged	scheduled	built	programmed
composed	integrated	catalogued	maintained	screened	calculated	regulated
conceptualized	introduced	categorized	monitored	served	computed	remodeled
condensed	invented	charted	obtained	set-up	conserved	repaired
created	modeled	classified	operated	submitted	constructed	replaced
customized	modified	coded	ordered	supplied	converted	restored
designed	originated	collected	prepared	standardized	designed	solved
developed	performed	compiled	processed	systematized	determined	specialized
directed	photographed	corrected	provided	updated	developed	standardized
displayed	planned	corresponded	purchased	validated	engineered	studied
drew	revised	distributed	recorded	verified	maintained	upgraded
entertained	revitalized	filed	registered		manufactured	utilized
established	shaped	generated	reserved			
fashioned						